

Requirements Guide for the Master Theses Preparation at Master Program “Population and Development”

MA Thesis is an individual research work. It is impossible to create and defend group papers/theses or projects. The Term paper does not exist and it is replaced by Individual project also there is a group project at the 2nd year, that is not the same work as MA Thesis (for the 1st and 2nd year projects please see the Project seminar guide) .

1. Technical requirements

Language

English. In case of uploading the paper on the HSE official site (portal) a short (no longer than 250 characters) abstract in Russian as well as the translation of the title into Russian is required.

Components of MA Thesis

The components of Term Paper and MA Thesis are:

1. Cover Page
2. Table of Contents
3. List of Abbreviations (if included)
4. Introduction
5. Main Body (components: chapters, sub-chapters, etc.)
6. Conclusion
7. Bibliography
8. Appendices and Annexes (if included)

Term Papers and MA Theses should be submitted in one single file

MA Thesis Formatting

COVER PAGE

Title: Times New Roman 16, upper case letters, bold, centered, no full stop (.) at the end.

Number of pages: All the pages of the file should be counted and listed, not just the numbered ones.

TABLE OF CONTENTS

It should be done automatically, by using appropriate Word option. It should contain: List of Abbreviations (if included), Introduction, Chapters, Sub-chapters, Sub-sub-chapters (if applicable), Conclusion, Bibliography, and Appendices and/or Annexes (if included). It should include the page number for each section.

Text: Times New Roman 12, spacing 1.5, justified./space between paragraphs removed/

LIST OF ABBREVIATIONS

Text: Times New Roman 12, spacing 1.5, aligned left.

INTRODUCTION

Text: Times New Roman 12, spacing 1.5, justified, first line of each paragraph indented

MAIN BODY

Text: Times New Roman 12, spacing 1.5, justified, first line of each paragraph indented

Headings of sections (Table of Contents, List of Abbreviations, Introduction, Conclusion, Bibliography, Appendices, and Annexes): Times New Roman 16, bold, aligned, not numbered.

Headings of chapters: Times New Roman 16, bold, aligned left, numbered (1,2, etc.)

Headings of sub-chapters and sub-sub-chapters: Times new Roman 14, bold, aligned left, numbered (1.1, 1.1.1, 1.2, etc.)

Paragraphs: There should be no spacing between a paragraph and the following one.

Block quotations: Times New Roman 10, single-spaced, justified, each line indented left.

Footnotes: Times New Roman 10, single-spaced, aligned left, no first line indentation.

CONCLUSION

Text: Times New Roman 12, spacing 1.5, justified, first line of each paragraph indented.

BIBLIOGRAPHY

The entries should be categorized and alphabetized. You can sort the entries in different categories, such as: Books, Essay, Newspaper Articles, Interviews, etc.

Text: Times New Roman 12, aligned left, single-spaced with spacing between each entry and the next one, no first line indentation, no numbering, no bullet points.

ADDITIONAL REQUIREMENTS

Length:

- MA Thesis: approximately 60 pages (not less than 40 pages), with all the formatting requirements outlined earlier.

Referencing style: APA with footnotes and bibliography – see <http://www.apastyle.org/>

Page margins: Normal/Default (top, bottom, right and left: 2.54 cm).

Foreign words and terms: isolated words and phrases in a foreign language (or in Latin) should be italicized if they are likely to be unfamiliar to readers

Page numbering: The page numbers should start from the Table of Contents (page 2) and end with the Bibliography. They should appear at the bottom of the page, centered. This is done by clicking on the option Different first page when inserting the numbers.

Page break between sections: There should be a page break between each section and the next one, that is, between the Table of Contents and the List of Abbreviations (if included), between the List of Abbreviations and the Introduction, between the Introduction and the Main Body, between the Main body and the Conclusion, between the Conclusion and the Bibliography, between the Bibliography and the Appendices or Annexes (if included).

You must insert a page break at the end of each chapter (i.e. start each chapter on a new page).

Outline

Your outline should contain the following elements:

TITLE/TOPIC: Provide a provisional Title.

INTRODUCTION: Include the elements of the introduction listed below:

- Research Problem and Questions
- Methodological Approach
- Research Design (research goal, tasks, variables and hypotheses (if needed), methods and data)
- Novelty of the Research
- Structure

MAIN BODY: Devise a provisional structure of the main body (chapters and sub-chapters). As for the chapters, be sure to include the overall aim of each chapter, i.e. what part of your argument it deals with, how it will contribute to the overall argument. Additionally, provide information on which authors/ theories the chapters will be based. As regards the sub-chapters, it will be really helpful if you include notes about the main focus of sub-chapters, as again this will guide you further on. However, at the stage of outline, this is not necessary and only recommended.

CONCLUSION: Summary of all the findings, reinforcing the main argument. At this point you do not need to write it extensively.

BIBLIOGRAPHY: Provide a list of the literature used; it does not necessarily need to be technically perfect at this stage, just list the authors and works you have used so far, and plan to use.

REMEMBER: All parts of the paper have to be logically and verbally linked (each chapter to each chapter, each sub-chapter to each sub-chapter, and each paragraph to each paragraph).

First Draft

Your First Draft, which is an expanded and detailed version of your Outline, should include the following elements:

TITLE: The Title should be connected to the focus of the paper, thus giving information on the theme as well as paper's subject(s) to be developed. Example: The Main Effects of the Remittances on the Entrepreneurship on the Sending Territory.

INTRODUCTION: see page 2 INTRODUCTION

For final version and the first draft of the term paper approximately one paragraph (5 lines or more) per each element should be written, not less. For MA thesis it should be approximately two paragraphs per each of the elements listed above.

MAIN BODY: The role of the First Draft is to give clear vision of how the paper's argument will be developed; what kind of role the different elements of the main paper will have towards the overall paper's thesis; what the theoretical foundation of the paper will be; how different sources and arguments will be interpreted and analyzed throughout the paper. All parts of the paper have to be logically linked at this stage, or in other words, it should be clear that there is a logical connection among different steps of argumentation.

Main body should contain:

Chapters: Present the sub-arguments of each chapter of your paper and/or present the role of each chapter to the overall paper argument; present the authors and literature on the basis of which you will develop the chapter's sub-arguments.

Sub-chapters: Present the sub-sub-arguments of each sub-chapter and/or present the role of each sub-chapter towards the chapter's argument to which it belongs; present the

authors and literature on the basis of which you will develop the sub-chapter's sub-sub-arguments.

Paragraphs: Try to form the text in paragraphs, with clear structure, i.e. topic sentence, introduction, main body and conclusion. Be sure to submit the first draft with not only ideas, but also with a sound formulation of your thoughts and investigation.

CONCLUSION: The Conclusion should summarize the main findings of all the chapters, and, based on them, provide a re-statement of your Main Argument.

BIBLIOGRAPHY: Provide a list of the literature you plan to use in the footnotes and the research. Please reference your sources according to the requirements (see the APA Style <http://www.apastyle.org/>). Also, order alphabetically according to the author's last name, and distinguish between Primary Sources and Secondary Sources. This will save you time at the end of the paper, so that you will not have to do the bibliography page from scratch.

The period of the first draft is important in formulation the final topic of the papers. The topic of the Term paper can be changed after the first draft defense and earlier, but no later than the Full draft will be send to the Academic Advisor.

The topic of the Thesis can be changed in one week period after the First Draft defense. For the application for the change of topic see Annex 3.

Final Draft

Your Final Draft should be a very advanced version of your Term Paper/Master Thesis, which should include all the elements that will appear in your Final Paper. These elements are:

COVER PAGE: Fill in the Sample Cover Page and include it into your paper.

TABLE OF CONTENTS: Insert the Table of Contents (use the Microsoft Word function).

INTRODUCTION: see page 2 INTRODUCTION.

MAIN BODY: At this stage, all the parts of your Main Body (chapters, sub-chapters) should be quite well developed. Please note that each chapter should contain an introductory paragraph before you introduce the sub-chapters.

CONCLUSION: The Conclusion should summarize the main findings of all the chapters, and, based on them, provide a re-statement of your Main Argument.

BIBLIOGRAPHY: All the sources that you used in your research (even sources you did not quote but consulted during your research) should be listed here. Please distinguish between Primary and Secondary Sources, and make sure that every single bibliographic entry is formatted according to the requirements (see the Apa Style <http://www.apastyle.org/>).

2. Schedule of working on term papers and Master for students of Master program Population and Development

Master thesis	Deadline
Annotation of the research topic	September 26th
First application of the topic to the academic advisor	October 10 th
Application for the topic approved by the academic advisor (signed)	November10th
Outline of the paper (for advisors)	December 20th

First draft of the paper (for advisors)	February 20th
Revised draft of the paper	March 25th
Preliminary defense on the research seminar	April
Full version of the paper with all the comments from preference (for advisor)	May 10 th
Finalizing the paper using the comments from advisor	Deadline for sending the paper to the Program Office and uploading into LMS. 14 days prior the defence
Defense	June (before June 12)

Comments

The forms for the Reviews and mark lists are available in the Appendixes

The Preliminary defences of the papers are additionally to the commission of referees (teachers, lecturers and instructors) reviewed and commented either by the other students from the group or the English-speaking students from the other programmes. The Programme members also participate into the reviewing process for the other programmes. The activity at Preliminary defenses is included into the Research seminar mark

3. Masters Thesis Assessment Criteria

The table for reviewers and advisors see in Appendix 4 and 5. We use 10 grades scale and the final mark is an arithmetical mean of all the grades, there are no special weights.

There are several requirements for the Master thesis

1. The literature review of the paper should contain the explanation of the using of the main sources and the research components based on the literature devoted to development issues and population studies.
2. The author should be ready to show the importance of the research for the development or population studies topics.
3. The part of the paper Results and Discussion should answer the question how the results could influence the development of the certain society, part or what is the role of the paper for the population studies.

4. Academic Advisor and External Reviewer

Academic Advisor – teacher, professor or scholar of the Higher School of Economics. The student can find the Academic Advisor in **different** faculties, **not** only on the Institute of Demography and Department of Public Administration.

Academic advisor must provide leadership thesis preparation, including:

- provide advice to the student in determining the final dissertation topic, in preparation Synopsys, PD, schedule Theses, in the selection of literature and factual material;
- Assist in the choice of research methodology;
- To carry out systematic monitoring of the progress of the preparation of the dissertation in accordance with the PD and the schedule of its implementation;

- To inform the head of the department in the event of non-compliance with the implementation schedule of a student thesis;
- Give expert advice on the content of Theses;
- Assess the quality of performance in accordance with the Theses demands made on it (review manager). In the recall scientific director characterizes the quality of the work, said the positive side, drew particular attention to the shortcomings, determines the degree of autonomy and creativity shown by a student during the writing of a thesis, the degree of compliance with the requirements for a master's thesis recommends a master's thesis to the protection and evaluates the master's thesis on a scale;
- To reconcile the data in detail, made by a student at LMS, and take control of data entering student at LMS.

Academic Advisor must provide personal consultations monthly student on the master's thesis. Student shall once a month inform him/her of the progress of work on the thesis and in time turned out to provide all materials in accordance with the timetable for preparing the master's thesis.

Academic Advisor must report quarterly on the progress of the preparation of course work and a thesis student ward in writing, providing the appropriate training of the report, or orally at the meetings of the department.

If necessary, the consultant can be assigned to theses.

Consultant must:

- Provide advice to the student in the choice of research methods in the selection of literature and factual material;
- Give expert advice on the content of a thesis.

The change of the Advisor is allowed per month to defense of course work and a thesis. The initiator of the change of the Advisor may be:

- Academic Advisor (rejection of Academic Advisor on the basis of the student's lack of response to the letters at least 3 times, regular failure instructions of the Advisor to work with course work and thesis and student absenteeism in practice)
- Academic supervisor of the master's program (based on the lack of progress on the course work and master's thesis, which is fixed in the quarterly reports of the Academic supervisor)
- The student (in exceptional cases, due to the lack of support from the Academic Advisor on the literature review, formulation of research objectives, finding a place of practice, which is fixed in writing, correspondence with the Academic supervisor)

The change of the Advisors issued a statement in the name of the Initiator to the master program academic supervisor (manager of the program, if the initiator is master program academic director). Manager of master's program accepts applications. Master program Academic supervisor recommends new Academic Advisor to student that is fixed by his signature on appropriate statement of the Initiator.

Master's thesis is subject to mandatory review. The reviewers involved mainly experts on studies from different parts of the HSE, and in some cases external organizations approved by the department.

The review should be an analysis of the content and the main provisions of the theses under review, assess the relevance of the chosen topic, independence of approach to its disclosure (of having their own point of view of the author), the ability to use modern methods of collecting and processing information, the extent of the validity of the findings and recommendations, the reliability of the results obtained, their novelty and practical significance. Along with the positive aspects of the work are marked disadvantages of work. In conclusion, the Reviewer gives a description of the general level of the master's thesis and evaluates it on a 10-grades scale. Review volume should be one to three typewritten pages. See Appendix 5.

5. Term paper and master Theses Defense and Pre-defense

1. The Pre-Defense procedure takes place within the dates specified on chapter 2.
2. The Defense / Pre-defense procedure is held on a face-to-face basis when student presents the results in front of the Commission from the Institute of Demography and invited specialists / State commission. The students may request to undergo the pre-defense via Skype only if there is an emergency proved by an official document (medical certificate etc.) or the student was previously allowed to conduct an extended internship outside Moscow (period of internship is indicated in the internship program signed by both the student and his Advisor and approved at the Institute of Demography). The individual time schedule of the pre-defense is determined by the Master Program Manager. The Manager may but is not obliged to consider students requests on the individual time slots allocation. Defenses held ONLY on a face-to-face basis!
5. Pre-defense procedure – approximate time breakdown:
 - 10 min - Student presentation (it is recommended to prepare Power Point presentation);
 - 5 min – question session from the commission;
 - 5 min – students answers the questions;
 - 2 min – Advisor feedback on the student performance.
6. Evaluation criteria:
 - For the Defense the Commission gives the grades to the students taking into account the Advisor's and Reviewer's grades. The final mark is based on the average grades from the Commission (all members) – 50% and the grades from the Advisor (20%) and Reviewer (30%)
7. The students should be prepared that their Term papers/Master thesis drafts will undergo plagiarism check using software following the HSE procedures. The detailed report will be sent to the Advisors. The proven case of plagiarism in Term paper and in Thesis will be filed to the dean of the Faculty of Social Sciences and the student will be subject for a reprimand. Upon the second detected case of plagiarism the student is automatically expelled from the university. The proven case of plagiarism leads to the 0 by the 10-point grade system.
8. Defense procedure – approximate time breakdown:
 - 20 min - Student presentation (it is recommended to prepare Power Point presentation);
 - 8 min – question session from the commission;
 - 2 min – students answers the questions;
 - 3 min – Reviewer feedback on the student performance (for Thesis).
 - 2 min – students answers the questions (for Thesis);
 - 2 min – Advisor feedback on the student performance.

*In case of illness the students may be granted extended deadline upon the medical certificate presentation. Any other emergencies should be proven by a relevant document.
More technical details could be announced closer to the date.*

Appendix

Appendix 1

Typical structure of research proposal (Synopsis)

Synopsis (research proposal) is a written and structured presentation of a research issues which the student of a master program is going to research for the two years for her or his master thesis.

Structure of synopsis in general corresponds to the structure of the Introduction to the Master Thesis or any other qualifying research work:

- Title page with the topic of research;
- Analysis of research problem (related to the topic on the title page);
- Relevance and importance of the research problem/topic; the need for conducting the master thesis research;
- Literature review on the proposed research problem: should include literature and sources of different types both in Russian and English. For the term paper synopsis literature review should include at least 30 sources, for master thesis – at least 60 sources. During the research the number and scope of sources is expanded accordingly. The aim of this part is to analyze the scope of existing research of the problem.
- Aim of the research: should be formulated as an achievable result, not as a process, and should point towards an important aim for the political research or policy analysis.
- Research tasks which are needed for achieving the aim of research (two or three major tasks, usually);
- Theoretical basis and methodological approaches of the research; do not simply list the approaches, show how they will help to fulfill your research tasks and achieve its aim;
- Research methods and sources of data/information;
- Limitations of previous research on the problem and how your research will contribute to filling the gaps;
- An explanation of the work structure (brief overview of all parts);
- If applicable, give an overview of the information sources: their limitations, bias, scope;
- If applicable, specify the choice of time period and geographical scope of the research;
- If applicable, outline theoretical and practical value of the work; major conclusions for the thesis defense; specify the choice of cases for analysis.

Appendix 2. Application for the approval of topic

To the Academic Supervisor of the Master Programme "Population and Development"

From student of ___ year ___ group

(full name)

Application

I submit for your approval the topic of my master thesis (in English):

Topic in Russian (filled by the student or by the department) :

Research advisor

(Full name, signature, date)

Consultant (optional)

(Full name, signature, date)

Student

(Full name, signature, date)

Contact phone number

E-mail: _____

Appendix 3. Application for the change of topic

Академическому руководителю основной образовательной программы магистратуры «Население и развитие»
To the Academic Supervisor of Master in Population and Development

От студента курса группы / from student, year of study and group number

ФИО / name surname _____

ЗАЯВЛЕНИЕ / APPLICATION

Прошу утвердить мне измененную тему курсовой (выпускной квалификационной) работы / I submit for your approval the updated topic of my term paper (thesis)

Тема на русском языке / topic in Russian: _____

Тема на английском языке / Topic in English:

(все слова в названии темы с большой буквы кроме артиклей и предлогов / capitalize all words except for articles and prepositions)

Согласие научного руководителя / Signature of the Academic Advisor

(подпись / signature)

Date

Подпись студента / Signature of the student

Appendix 4. Research Advisor's Review Template

RESEARCH ADVISOR'S REVIEW of the Master Thesis/ Term Paper **Review of the Thesis**

by the Advisor (last name, first name) _____

Thesis title _____

Author (full name): _____

General characteristics

1. Formalization of the research problem, originality and correctness of the research question and/or research hypothesis. **Grade:** _____
2. Knowledge of the subject area (general scholarship in the field, awareness of the state of art in the neighboring areas and in social science at large). **Grade:** _____
3. Correctness of the statements concerning subject matter, goals and objectives of the research. **Grade:** _____
4. Quality of interpretation of analytical results. **Grade:** _____
5. Correspondence with academic and ethical norms and standards. **Grade:** _____
6. Originality of scientific results. **Grade:** _____

Methodology and methods

1. Validity of chosen methodology and correctness of its application. **Grade:** _____
2. Appropriateness of methods in relation to the goals and objectives of the research. **Grade:** _____

Theoretical and empirical basis

1. The quality of conceptualization and operationalization of the concepts used in the research. **Grade:** _____
2. Scholarship in the specific research field of development or population studies, knowledge of relevant interdisciplinary studies in the area. **Grade:** _____

Formal characteristics of the Thesis

1. Compliance with the rules of academic writing. **Grade:** _____
2. Correctness of the text design (compliance with the guidelines). **Grade:** _____

Overall assessment of the Thesis (with reviewing its strengths and weaknesses):

Date: _____

Signature: _____

Appendix 5. External Review Template

External Review of the Master Thesis/ Term Paper

by the External Reviewer (last name, first name) _____

Thesis title _____

Author (full name): _____

General characteristics

1. Formalization of the research problem, originality and correctness of the research question and/or research hypothesis. **Grade:** _____
2. Knowledge of the subject area (general scholarship in the field, awareness of the state of art in the neighboring areas and in social science at large). **Grade:** _____
3. Correctness of the statements concerning subject matter, goals and objectives of the research. **Grade:** _____
4. Quality of interpretation of analytical results. **Grade:** _____
5. Correspondence with academic and ethical norms and standards. **Grade:** _____
6. Originality of scientific results. **Grade:** _____

Methodology and methods

1. Validity of chosen methodology and correctness of its application. **Grade:** _____
2. Appropriateness of methods in relation to the goals and objectives of the research. **Grade:** _____

Theoretical and empirical basis

1. The quality of conceptualization and operationalization of the concepts used in the research. **Grade:** _____
2. Scholarship in the specific research field of development or population studies, knowledge of relevant interdisciplinary studies in the area. **Grade:** _____

Formal characteristics of the Thesis

1. Compliance with the rules of academic writing. **Grade:** _____
2. Correctness of the text design (compliance with the guidelines). **Grade:** _____

Overall assessment of the Thesis (with reviewing its strengths and weaknesses):

Date: _____

Signature: _____

